

CM/ECF User's Guide Part 2 US Bankruptcy Court, Southern District of Iowa	Chapter
	Processing New Cases
	Section
	Appeals – Cross Appeal

Docket**Cross Appeal**

STEP 1	Select Bankruptcy or Adversary
STEP 2	Select Appeal
STEP 3	Enter Case Number
STEP 4	Select Cross Appeal
STEP 5	Check if joint filing with another attorney
STEP 6	Select Party Filer
STEP 7	Browse, locate, review and attach your PDF document
STEP 8	Attorney Filer: Are you paying via the Internet [y or no]? – y Trustee Filer – Type in Deferred in Receipt # box. Leave Fee amount at default USA Filer – Fee screen does not appear
STEP 8	Relate to Notice of Appeal
STEP 9	Review Docket Text
STEP 10	Submit if accurate
STEP 11	Back up if changes required



STEP 12	Attorney Filer – Summary of Charges; Pay Now or Continue Filing
	Trustee Filer – Summary of Charges screen does not appear
	USA Filer – Summary of Charges screen does not appear
STEP 13	Attorney Filer – Enter Credit Card Type, number and Expiration Date
	Trustee Filer – Credit Card screen does not appear
	USA Filer – Credit Card screen does not appear
STEP 14	Attorney Filer – Transaction receipt verification
	Trustee Filer – Screen does not appear
	USA Filer – Screen does not appear
STEP 15	Review Notice of Electronic Filing

SAMPLE DOCKET TEXT

Docket Text: Final Text

Cross Appeal Receipt Number CC, Fee Amount \$ 105 Filed by Alan Jackson on behalf of Wells Fargo Home Mortgage (RE: related documents(s)[86] Notice of Appeal, filed by Debtor Carolyn Meadows) Designation of Record Due by 2/5/2003. (Jackson, Alan)

- The court serves the Cross Appeal on all parties listed in the Notice of Appeal and the Panel Trustee and United States Trustee.

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